

HUMAN RESOURCES MANAGER

Department:	Human Resources	Reports To:	Human Resources Director
Division:	Administration	Location:	Administration Building
FLSA Status:	Exempt	Classification:	Full-Time/Civil Service
Approved By:	Civil Service Board	Date of Approval:	May 2001
Pay Grade Level:	9		

JOB SUMMARY

Completes an array of detailed administrative, technical and professional work in managing the personnel operations of the agency, including classification, compensation, recruitment, selection, labor relations, and training. Responsible for the assurance of the Parish's compliance with all conditions of federal, state and local laws associated with employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Develops priorities and work ethics for allocated program(s) in order to meet agency objectives
- Consults with the administration in designing procedures, strategies, and methods which will warrant equal opportunity in all phases of Parish affairs and comply with Equal Employment Opportunity, Affirmative Action, American Disability Act, and Fair Labor Standards Act policies and all other federal and state prescribed labor laws
- Accountable for individually coordinating, assembling and setting program goals and objectives. Reports all results and findings to the Human Resources Director
- Performs research regarding benefits and personnel programs and activities. Recommends changes or innovations as deemed necessary
- Offers explanation, distribution, and conformity of Federal requirements and specifications relevant to human resource administration. Confirms that all obligatory reports are submitted accurately and punctually to the proper federal, state and/or local authorities
- Monitors the operation of clerical duties such as revising records and processing personnel activities
- Provides guidance to employees and supervisors in an effort to resolve conflicts before standard grievance or disciplinary procedures are utilized

- Accepts complaints from employees and management and ventures to negotiate the settlement of concerns outside of the standard grievance procedures. Conducts research to assure the validity of allegations
- Assists in the formation of agency practices in areas such as drug testing and employee assistance. May offer guidance to employees with personal issues that affect work performance and make necessary recommendations for professional assistance
- Analyzes accusations of discrimination and sexual harassment brought through internal complaint procedures. Suggests solution(s) to the Human Resource Director
- Makes inquiries concerning allegations filed against the agency through the Equal Employment Opportunity Commission (EEOC) and the Office of Federal Contract Compliance Programs (OFCCP). Records the agency's position and serves as the agency liaison with administrators of these federal associations. Advises Human Resources Director of status of continuing suits
- Critiques program operations to evaluate the need for new or amended policies or procedures. Composes policy statements for examination and approval of the Human Resources Director
- Counsels agency management and supervisors on the proper means of filling vacancies
- Examines all interview materials. Observes hiring policies to ensure supervisors are selecting or rejecting applicants in conformity with legal specifications, particularly EEO guidelines and department procedures. Assists supervisors in interpreting their role in the total agency Affirmative Action program
- Designs and administers tests of new or revised performance appraisal instruments. Examines techniques used by varied entities and suggests system enhancements to the Human Resources Director

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Serves as a member of outside affiliated boards and commissions, as assigned
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

Functional over work relative to the assigned program(s). Exercises supervision over clerical personnel.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with

disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Graduation from an accredited four-year college or university with a degree in Human Resources, Public Administration, Business Management or a closely related field, and/or five (5) years of experience in a Human Resources capacity.

Language Skills. Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, technical procedures, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings.

Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of algebra and geometry.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must have a good knowledge of the methods, practices, and procedures in proper personnel administration; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk and hear. The employee is frequently required to use hands to finger, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close

vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.